



Effective Date of Document: 14 December 016

SECTION 1 - POSITION IDENTIFICATION

Title:	Senior Scientific Officer
Classification:	SC Level 2
Award:	Public Service and Government Officers General Agreement

SECTION 2 – REPORTING RELATIONSHIPS

UNIT	UNIT MANAGER	CLASSIFICATION
Public Health Division	Assistant Director General Public Health	SMP Level 15-23
↑		
Directorate: Environmental Health	Director	SES Class 1
↑		
Branch: Environmental Health Hazards	Managing Scientist	SC Level 5
↑		
Branch: Toxicology	Principal Toxicologist	SC Level 5
↑		
Section: Toxicology	Senior Toxicologist	SC Level 4
↑		
Section: Senior Scientific Officer	THIS POSITION	SC Level 2

Positions under direct supervision and control:

<u>Position No:</u>	<u>Title</u>	<u>Classification</u>

SECTION 3 - KEY RESPONSIBILITIES

State BRIEFLY the key responsibilities or prime function of the position. Refer to definitions of terms to ensure the correct meaning of verbs frequently used eg., Controls, Maintains, etc.

Provides expert technical support and advice on hazardous substances and organisms to the Principal Toxicologist, the Director, Environmental Health, the Executive and other professionals in the directorate.

SECTION 4 – STATEMENT OF DUTIES

TITLE Senior Scientific Officer	CLASSIFICATION SC Level 2	POSITION NO. 00001314
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Employees are required to undertake all duties and responsibilities in accordance with Department of Health WA Code of Conduct, Policies/Procedures and relevant legislation.

BRIEF SUMMARY OF DUTIES TO BE PERFORMED LISTED IN DESCENDING ORDER OF IMPORTANCE

Duty No	Duties	Freq.	%
1.	Develops guidelines on the safe handling of hazardous substances of mineral, chemical or microbiological origin.	D	100
2.	Develops and reviews procedures to enable Environmental Health to respond to hazardous events.	R	
3.	Contributes to the development of policy on chemical and microbiological management.	R	
4.	Contributes to the setting and achievement of sectional objectives.	R	
5.	Provides expert technical support and advice on and monitoring hazardous substances and organisms to the Senior and Principal Toxicologists, the Managing Scientist, the Director, Environmental Health, the Executive and other professionals in the division.	D	
6.	Evaluates scientific data and carries out risk assessment on chemicals of public health importance.	D	
7.	Provides advice to other organisations (including government departments) and the public as required.	D	
8.	Undertakes complex investigations or projects as directed.	D	
9.	Researches and maintains a methods database for monitoring of airborne contaminants.	D	
10.	Attends and participates in meetings, both scientific and committee, as directed.	R	
11.	Produces educational material (eg. pamphlets, guidelines) on hazardous substances and hazardous organisms.	O	
12.	Performs other duties as directed.	O	
			100

Organisation Contacts:
 Will the occupant of this position be required to communicate with positions outside the normal reporting lines? **YES**
 If yes, how frequent? 1. Internal to the organisation...D..... 2. External to the organisation...D.....
 Frequency: D - Daily, W - Weekly, F - Fortnightly, R - Regularly, O - Occasionally, A - Annually

TITLE Senior Scientific Officer	CLASSIFICATION SC Level 2	POSITION NO. 00001314
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SECTION 5 – SELECTION CRITERIA

ESSENTIAL

1. Bachelor Degree Qualifications in Science with a biological, environmental, environmental health or medical, emphasis.
2. Good analytical and problem solving skills with a demonstrated ability to interpret and critically assess scientific data.
3. Considerable experience in risk assessment and setting exposure standards or guidelines.
4. Considerable experience in the management of environmental health issues.
5. Good leadership skills and strategic planning skills and an ability to work under minimal supervision.
6. Excellent interpersonal, verbal and written communication skills with experience in computer technology.
7. Considerable knowledge of air quality, contaminated site and pesticide issues.

DESIRABLE

1. Knowledge of appropriate health legislation and experience in policy development and project management.
2. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

APPOINTMENT CRITERIA

1. Nil.

SECTION 6 - APPOINTMENT FACTORS

- Successful 100 point Identification check.
- Successful Criminal Record Screening clearance.
- Successful Pre-Employment Integrity check.

Location Shenton Park	Accommodation Nil
Allowances Nil	Specialised Equipment Operated Nil

SECTION 7 - CERTIFICATION

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

BRANCH/DIVISION HEAD

DIRECTOR GENERAL

SIGNATURE

SIGNATURE

DATE

DATE

As occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

Name	Signature	Date Appointed	Date